

OC-M-73-425
23 July 1973

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MEMORANDUM FOR: ✓ Chief of Operations [redacted]
25X1A ✓ Chief, Communications Engineering [redacted]
✓ Chief, [redacted] 25X1A
✓ Chief, Programs and Budgeting Staff [redacted]
✓ Chief, Career Management and Training Division [redacted]
✓ Chief, Administration Division [redacted] 25X1A
✓ Chief, Communications Security Staff [redacted] 25X1A
✓ Chief, Records Control Staff

SUBJECT : OC ADP Requirements

REFERENCE : OC Notice 29-73

1. Attached is a compilation of OC ADP Management Information requirements which were submitted by committee members under the old OC organization. The requirements statements have been divided into four resource categories and summarized in the attachment. The next step is to eliminate duplication and identify the data elements and reporting formats desired by the potential users of the information reports.

2. Based on the OC reorganization, SPD requirements have been scrubbed. OC-O and OC-E should look at the old OC-O/SCD/CCD requirements to determine primary interest.

3. With the recently announced demise of SIPS and the changed emphasis of the follow-on MAP to be more Office oriented we need to complete the OC requirements statement soonest. As a next step, I would like each committee member to expand on each of his earlier requirements by providing the following information:

- a. Desired organization (format) of each report (give sample),
- b. List the specific data elements to be included in each report,
- c. Frequency (monthly, quarterly, etc.) of the report,

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- d. Does report currently exist?
- e. Source(s) of data for the report,
- f. Component responsible for updating,
- g. Is on-line capability required? _____ Desired? _____

25X1 4. If possible, I would like to have your responses by 10 August 1973. If you have any questions please call me on extension

Executive Assistant, OC

25X1A

Attachment:

OC ADP Management Information Requirements

Distribution:

- 1 - Each Addressee w/att.
- 1 - OC-EXA File w/att.
- 1 - OC-EXA Chrono w/o att.

25X1A OC-EXA//mlg (23 July 1973)

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OC
Management Information Systems
(SIPS - TYPE)

1. The attached listing is a unvalidated statement of OC requirements for ADP produced management data. These data were collected by the OC-ADP committee and remain to be studied for duplications, overlaps, etc. Some, in fact, may be available from other Agency components.

2. The listing shows four categories:

Section I - Money
Section II - People
Section III - Things
Section IV - Paperwork and Procedures

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Section I - Money

1. Admin

- ✓ a. Status of Field Allotments

- b. Overtime Projections by FAN

- c. 11 & 12 Projections

- d. Access to budget data base (auth., obli., enc., exp., iss.)

- e. Status of Advance Accounts (by name or number)

- f. Preparation of personal services budget estimates (by average salary by FAN)

- g. Advance account history (one day service)

2. Comsec ~~X~~

- ✓ a. Crypto Equipment Monetary Report *Same as IT-2. c and e.*

3.

- ✓ a. FRIS (Financial Report Information System)

- ✓ b. Program Trend Analysis Report *See Cover Letter Same as I.6.a and I.5.b*

4. OC-O

- a. Covert Communications Equipment Cost Listing

5. OC-P&B

- ✓ a. Monthly Overtime Report

- ✓ b. Monthly Financial Trend Report *Same as I.3.b and I.6.a.*

- ✓ c. Monthly Financial Deviation Report

- ✓ d. Dollar Reprogramming and Cumulative totals by FAN

- ✓ e. Budget Worksheets

- ✓ f. Obligation forecasts by FAN

- ✓ g. ADP Equipment Inventory by dollar amount/location

See Regms folder

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XFR TO P&B

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*Leave to Sec
Reports at
for present*

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*Similar to
Program trend analysis*

*See III. 1. d e e.
Obtain from another
listing, e.g. all 26, 21*

*Existing
Existing
Existing
Existing
Existing
Existing*

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A

- existing* ✓ h. ADP Resources by dollars, manyears, positions
6. OC-SCD
- ✓ a. Program Trend Report Analysis

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Section II - People

1. Admin

- ✓ a. Master Listing of OC Personnel
- ✓ b. OPRED - Positions by cover, location, grade
- People by cover, locations, grade, step, salary, etc.
- ✓ c. Ceiling Status *Cancel*
- ✓ d. IMMOBILES (Personnel Holds) } *Combine, add 2a.*
- ✓ e. Medical Qualifications
- ✓ f. TDY Standby Listing
- ✓ g. Basic bio on OC Personnel
- h. *Cancel*
- ✓ i. Pseudo/True Cross Reference
- ✓ j. Cover and Clearances

Combine a, g, and j.

Same Dept. one report

2. OC-CMD

- ✓ a. ~~Personnel Holds~~
- ✓ b. Grade/Panel Misslots *(Could be part of ^{upw} Manning Table)*
- ✓ c. Single or Married/No Children *(Should be part of ^{upw} Manning Table) a panel.*
- ✓ d. CEL Eligibility List by Panel and Grade *(People to be cec's by area)*
- ✓ e. Expected Vacancy List (6 mos to 1 yr format)
- ✓ f. Study of Cyclic Rotation Patterns; Impact on Pipeline
- ✓ g. Analysis of 1st, 2nd, and 3rd Choice Assignments *Work into Computer-assisted Assign. (i)*
- ✓ h. Analysis of Extensions *(Omitted Part)*
- ✓ i. O/S Manning Table/Computer Assisted Assignments
Vacancies, Rotations, Develop

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Admin resp.
Admin resp.
admin/cmd joint
cmd resp

25X1A 3. *(j. Expedited Vacancy List)*

- ✓ a. Manning Tables

25X1A ✓ b. PCR - W. W. and *See cover letter*

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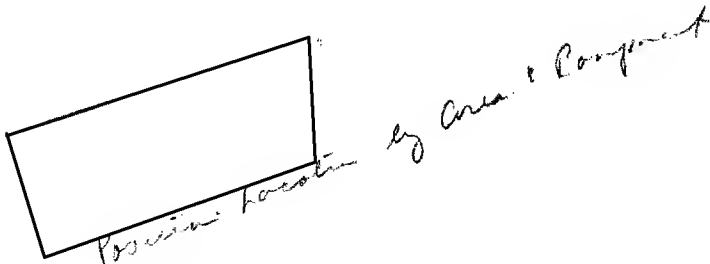
- ✓ c. Panel I (contents to be defined) *See cover letter*
- * ✓ d. World-Wide Manning Tables *Same as Adm WCC. their report does not need*
- ✓ e. Personnel Locator *See cover letter*
- ✓ f. Separation Report (alphabetical) *See cover letter*

4. OC-RCS

- ✓ a. OC Manning Tables for Vital Documents (Quarterly) *Copy of OC-R Listing*
- ✓ b. Personnel Status Reports (Locator?) for Routing *OP Listing* Correspondence
- ✓ c. True/Pseudo Listing *Same as Sect II. 1. i.*

5. OC-P&B

- ✓ a. Strength Report
- b. Personnel Position Report by Function and Component
- OP* c. Average Employment by Component
- ILLEGIB d. TDY Man-day Report by Month and Job Specialty and Area



A, B, C Systems

Section III - Things TANGIBLES

1. OC-0

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✓a.

✓b. ICER. An existing off-line program entitled "Issued Covert Equipment Register"

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* ✓c. ☐ Equipment Inventory *Same as III. 7. a.*

From OL

d. Allocation 26 Stock Status Report

} Part of ☐

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OL

e. Allocation 21 Stock Status Report

2. OC-CS

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X ✓a. ☐ Existing off-line crypto material inventory.

X ✓b. Crypto Transfer and Destruction Reports

X ✓c. ~~Crypto Equipment Monetary Report~~ *Same as I.2.a & III.2.c*

X ✓d. Depot Inventory of COMSEC Keying Material

X ✓e. Crypto Equipment Status Report *Same as I.2.a & III.2.c*

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3.

✓a. KY-3 Distribution Report

✓b. Wirelist

✓c. Inventory of ADP Equipment *See Cover Letter ((non OC Report))*

✓d. Staff Communications Equipment Program *See Cover Letter*

✓e. Cross Reference Index of Communications Equipment - World-Wide *See Cover Letter*

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f. ☐ Master Listing of Equipment Stock Items by Stock Numbers

g. ☐ Master Listing of Equipment Stock Items by Nomenclature

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~~h. Crypto Inventory Run - Delete~~

ILLEGIB 4. ~~OC-EXA~~

a. ~~Semi-Annual Grypto Inventory~~

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6. OC-P&B

✓ a. Registered Crypto Equipment in Use

7. OC-SCD ~~E~~

25X1A ✓ a. - World-Wide Equipment Report

Section IV - Paperwork and Procedures

1. Admin

- a. Master Travel Order, individualized by entering name, employee number and trip data to produce final product
- ces* b. Post briefs for visual display.
- ces* c. LTI information by station for print-out on demand.

2. OC-CCD

- 25X1A ops* ✓ a. frequency register.
- b. KEYSET for RS-523 voice privacy.
- c. REGION. ~~Signal planning data.~~ (*Master Freq List*)
- 25X1A ops* ✓ d.
- ILLEGIB α-E* ✓ e. Frequency propagation data. *Now OC-E* *25X1A*
- ~~f.~~ TOP SECRET inventory. *Same as IV 5.6.*
- g. Contract Information System (CIS)
- h. Trouble shooting routines for technicians.
- i. Current design programs for engineers.
- j. Automated drafting for current design layout.

3. OC-CS

- ops* a. Production of codes and ciphers.
 - Ops* b. Test routines for evaluating new systems.
 - Ops* c. Cryptomath support routines.
 - Personnel R* d. Crypto clearance report.
- huff* *25X1A*

- 25X1A 4. ☐ *5 reports*
- ✓ a. Circuit outage report.
 - ✓ b. Circuit status summary.
 - 25X1A ✓ c. Inventory ☐ test *equipment inventory (listed under ☐)* schedule.
 - ✓ d. DATACOM statistics.
 - ✓ e. ~~COMSTAT~~ *PERT* (work measurement).
 - ✓ f. Combined Secure Voice Telephone Directory. *(listed under Crypto)*
5. OC-EXA
- ✓ a. Index of OC documents. *2*
 - ✓ b. TOP SECRET inventory.
6. OC-O
- a. ~~CATRAN~~. *(see Para 8)*
 - b. CORF DATA. *Cancelled per ☐*
 - c. ~~GFR~~ (Combined Field Report). *(see Para 8)*
7. OC-P&B
- ✓ * a. Staff Communications data -
 - Message count by month and FY. *13*
 - By Agency. *5*
 - By OC area.
 - By DD/O area.
 - By Headquarters Signal Center.
 - By network load.
 - ✓ * b. Semi-Annual message count by individual station and Agency.

* a, b, c, d can be managed by [redacted]
** CMS Report

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✓ * c. Quarterly listing of CIA stations with crypto links denoting ability to handle [redacted].

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✓ * d. Quarterly leased line expenditure by station and type of lease.

** e. Training statistics showing

- Internal non-OC courses attended by OC personnel.
- External OC training.
- Annual report of OC training.
- Annual report of OC training given non-OC personnel.

Move
to
Personnel
Data
Base

no sample
S.S. to provide

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8. ~~OC-SCD~~ See Below OC-O

a. ✓ CATRAN (Field station workload and statistics).

b. ✓ CFR (combined field report).

c. ✓ [redacted] (crypto link record).

d. ✓ [redacted] (leased line records).

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~~OC-E~~
✓ e. Equipment failure reports. OC-E (moved to [redacted])

STATINTL

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